



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

October 21, 1999

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-20

TO: All UPS Agencies

FROM: Ronald Mitchell
Director

SUBJECT: W-2 and Social Security/Medicare Wage Exception Reports

Due to the conversion to one federal and state tax identification number for payroll withholding purposes effective January 1, 2000, OSUP is requiring documentation for employees who appear as exceptions on the W2 Exception Report (BL1570-01) and the Social Security/Medicare Wage Exception Report (BL1464-01). Documentation is due by the Friday following each payday until further notice. These reports are produced biweekly; however, if an agency has no exceptions for a particular report, that report will not be produced for that agency.

The W-2 Exception Report (BL1570-01) lists all employees who will not receive a W-2 unless their records are corrected by calendar year end. Once the employee's records are corrected, the exception will no longer appear on this report. Immediate attention must be given to clear these exceptions to prevent tax adjustments and/or W2cs and 941cs.

The Social Security/Medicare Wage Exception Report (BL1464-01) lists all employees who's year-to-date Social Security and/or Medicare Wages in Master Record do not equal their Social Security and/or Medicare Wages computed using a formula based on Gross Wages. There are both valid and invalid reasons for exceptions to appear on this report. A valid exception will remain on the report until the end of the calendar year. Invalid exceptions will be removed from the report once proper corrective action is taken. In order to prevent possible W2cs or 941cs, agencies must research the records of these employees biweekly to determine what caused the exception and make corrections if necessary.

It is the agency's responsibility to research and make necessary corrections of all exceptions. For the 10/22/99 payday, documentation on the cause and corrective action for all exceptions must be sent to OSUP by 10/29/99. For future paydays, documentation must be sent for all new or changed exceptions only.

Documentation required includes the following:

- + the payday the exception appeared
- + the reason for the exception
- + whether the exception is Valid or Invalid (BL1464-01 only)
- + corrective Action taken/to be taken
- + date of corrective action taken/to be taken
- + agency contact and phone number

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Copies of the exception reports (BL1570-01 or BL1464-01) are not required to be sent to OSUP. However, if space permits, required information can be submitted on a copy of the actual report. Otherwise, please use the following format to report the required information:

Sample Format

Agency Name: _____

Control Number: _____ PRN: _____

Agency Contact: _____ Phone: _____

<u>Report</u>	<u>Employee Name</u>	<u>Social Security Number</u>	<u>Date of Exception</u>	<u>Reason for Exception</u>	<u>Valid or Invalid BL1464-01</u>	<u>Correction</u>	<u>Date of Correction</u>
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If you have any questions, please contact a member of the User Services Unit at (225):

Karen Antione 342-5354
Lawanna Green 342-5345

Paula Rotolo 342-5357

RSM:LMG/kmb